

# YOUTH SERVICES POLICY

<b>Title:</b> Hiring and/or Promotional Interviews <b>Next Annual Review Date:</b> 02/16/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.26
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<b>References:</b> ACA Standard 2-CO-1C-13 (Administration of Correctional Agencies), Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Pregnancy Discrimination Act of 1978, Americans With Disabilities Act, Immigration Reform and Control Act of 1986	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 02/16/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

## II. PURPOSE:

To establish training requirements for all employees who conduct hiring and/or promotional interviews.

## III. APPLICABILITY:

All Youth Services employees who conduct hiring and/or promotional interviews.

## IV. DEFINITIONS:

**Comprehensive Public Training Program** (CPTP) - the state-funded training program for state employees. Through CPTP, agencies are offered management development and supervisory training, and general application classes on topics such as computer software and writing skills.

**Unit Head** - Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Deputy Assistant Secretaries, Facility Directors and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Chief of Staff, Assistant Secretary, Deputy Assistant Secretaries, Chief of Operations, Deputy Undersecretary and their support staff.

**V. POLICY:**

It is the Deputy Secretary's policy that all employees who may be required to conduct hiring and/or promotional interviews shall complete the requisite training before conducting any interviews or participating as a member of an Interview, Promotions and Hiring Board.

**VI. PROCEDURES:**

- A. Training regarding interview techniques, applicable laws, workforce diversity and related issues shall be conducted as frequently as necessary to satisfy unit needs. Acceptable training includes:

CPTP's "CONDUCTING AN EFFECTIVE JOB INTERVIEW" - This one and one-half (1 1/2) -day class will provide a basic introduction to effective interviewing skills. Participants will learn how to forecast necessary staffing levels based on required skills and changes in technology, perform a job skill analysis, prepare behavior-based interview questions, apply the basic requirements of employment laws to work situations, follow legally required interviewing guidelines, and develop a system to evaluate and select job candidates. This class is open to management and to those with special permission from their agencies.

- B. Each Unit Head shall be responsible for verifying compliance with this policy prior to any employee in his/her unit conducting hiring and/or promotional interviews.
- C. The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service rules or other pertinent regulations.

**VII. IMPLEMENTATION DATE:**

April 6, 2009

**Previous Regulation/Policy Number:** A.2.26

**Previous Effective Date:** 01/05/09

**Attachments/References:**